



Reply to Attn of:

DA01

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TO: Distribution

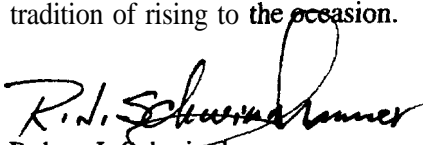
FROM: DA01/Robert J. Schwinghamer

SUBJECT: Use of Official and Organization Specific Forms

During the Pre-Assessment Audit performed by our Registrar, National Quality Assurance, Inc. (NQA) and during our Internal Audits, several non-conformances have been identified in how MSFC maintains, controls and uses forms.

This memo is a reminder that forms (Official and Organizational Specific) should be used in their original and approved format. We've found that computer altered forms, outdated forms and unofficial/non-approved forms are sometimes being used. In addition, Organizational Specific forms were not always being controlled and/or maintained via an Organizational Work Instruction (OWI). I know it is sometimes a temptation to resort to a stopgap or temporary format, but we all need to use the official version to meet the ISO requirements. In order to be sure you are always using the latest approved form, check the "MSFC Official Forms Master List," "NASA HQ Electronic Forms," or your Organizational Forms Master List. These lists can be found within the "MSFC ISO-9000 Document Library" under the heading of "Other Master List." If you have a need for a different form than those available, or need to revise a form, please initiate your needs in accordance with MMI 1420.1 "MSFC Forms Management Program" or your respective forms OWI

We do continue to make good progress toward our goal of **ISO-9000** registration by February 1998; however, your cooperation and full support are vitally necessary to meet the goal set by our Center Director. And of course, many thanks for your continued fine support in the MSFC tradition of rising to ~~the~~ **the occasion.**


Robert J. Schwinghamer
Associate Director, Technical
MSFC ISO 9000 Management Representative

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